



CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION

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To: Apprentice Pilot Applicants  
From: Delaware Board of Pilot Commissioners  
Date: June 20, 2006  
Re: **Application Instructions**

The statutory requirement for apprentice applicants requires that, **prior to appointment**, the apprentice, in accordance with 23 Del.C. Subsection 114 (a) must hold either a baccalaureate degree from a recognized and duly certified college or university or from a maritime academy operated by the United States or a state, or a United States Coast Guard-issued license to serve as third-mate on all oceans or master in near coastal waters aboard vessels of no less than 1600 tons, or a higher class of license.

The information you provide in this application along with supportive documentation will be used to determine whether you meet the above minimum statutory requirements for an apprentice.

Applications will be accepted from applicants who have not completed these requirements by **August 1, 2006**, but no candidates will be appointed who do not meet these requirements by the date apprentices are selected.

1. Complete and notarize the application and include the processing fee of \$99.00. Your check or money order should be made payable to the "State of Delaware". **Do not list any names or references on the application or in your response to the supplemental questionnaire, or your application will be returned for deletion of identifying information. Returned applications must be resubmitted by the deadline date.**
2. Submit one of the following minimum requirements:
  - a. A baccalaureate degree from either a recognized and duly certified college or university **or**
  - b. A baccalaureate degree from a maritime academy operated by the United States or a state **or**
  - c. A U.S. Coast Guard-issued license to serve as third-mate on all oceans or master in near coastal waters aboard vessels of no less than 1600 tons or a higher class of license.
3. Request that a copy of your driving record from the Division of Motor Vehicles be sent to the Board office, at the applicant's expense.
4. Request that a criminal background check from the State Police to be sent to the Board office, at the applicants expense

5. Applicants accepted for interviews will be required to submit a drug screening report and a current (within the last 6 months) physical examination, at the applicant's expense.

Applications and documentation must be received by the Board office, postmarked no later than **August 1, 2006.** Applications, returned for correction are still required to meet the same deadline date of **August 1, 2006.**

If you have any questions, please contact the Board office at (302)-744-4504 or by email to [Judy.Letterman@state.de.us](mailto:Judy.Letterman@state.de.us)